

## APPLICATION CHECKLIST

Be sure to include the following items, if applicable:

- ❑ A completed zoning approval form for all license classifications being applied for.
- ❑ A completed municipality approval form for all license classifications being applied for.
- ❑ A copy of the business creation document or assumed name filing as specified in Item 4 of the instruction booklet.
- ❑ One fingerprint card for each applicant prepared by an official police agency and completed as specified in the instruction booklet.
- ❑ Franchise agreement(s) for Class A dealers.
- ❑ A certificate of insurance for workers' compensation insurance or a notice of exclusion form (Class C or Class R dealers only).
- ❑ A repair facility registration application or an agreement with a registered repair facility (Class A and B dealers only).
- ❑ A certificate of insurance for fleet-type Michigan no-fault insurance (Class A, B and W dealers only).
- ❑ A check or money order payable to STATE OF MICHIGAN for the license fee, plate fees, and fingerprint processing fees.
- ❑ A completed vehicle dealer surety bond, if appropriate. Instructions for completing the bond are on the back of the bond form (Class A, B and D dealers only).

**Allow at least 30 days for processing. Please note that not submitting the required checklist items and not fully completing the dealer application will delay the processing of your license application.**